



National Agri-Food Biotechnology Institute
(Department of Biotechnology, Ministry of Science and Technology)

Sector-81, Mohali, Punjab, India-140306

Web: www.nabi.res.in

ADMINISTRATIVE & TECHNICAL POSITIONS ON DIRECT SELECTION BASIS OR DEPUTATION

Advt. No.01/2019/Rectt.

National Agri-Food Biotechnology Institute (NABI), Mohali, Punjab is an autonomous R&D Institute under the aegis of Department of Biotechnology, Ministry of Science & Technology, Government of India. The institutional campus has been established on 35 acres of land in the Knowledge City, Sector-81, Mohali, (Punjab)-140306. The institute has mandate to strengthen research at the interface of Agricultural, Food processing and Nutritional sciences biotechnology.

Applications are invited from individuals with enthusiasm to develop an organization with world class environment for the following positions:-

<u>Sr No.</u>	<u>Name of Post & Job requirements</u>	<u>Age Limit</u>	<u>Level in 7th CPC</u>	<u>Essential Qualification and Eligibility Criteria</u>
1	Finance Officer [01 Post (UR)] <u>Job description:-</u> Supervision of Accounts work, preparation of Balance Sheet, construction accounts/ checking of contractor bills, annual budget, dealing with Statutory and other meetings for financial and other matters etc. Any other work	40 Years	11	<u>By Direct Recruitment.</u> The Candidate should be graduate with experience in finance and having worked for at least 06 years at level 10/9 or equivalent in Central/ State Govt/ Govt University/Autonomous Body/Public Sector Undertaking <u>OR</u> He should be a qualified Chartered Accountant with four years of professional experience. <u>By Deputation :</u> Officials of the Central Government, State Governments, Central / State Government Universities / Autonomous Institutions, Public Sector Undertakings, subject to fulfillment of the following conditions :

	assigned from time to time by competent authority			<p>(a) Holding analogous post on regular basis in the parent cadre and</p> <p>(b) Possessing the educational qualifications and regular service experience prescribed for direct recruits.</p>
2.	<p>Senior Technical Assistant [01 Post (UR)]</p> <p><u>Job description:-</u> The Senior Technical Assistant will be responsible for testing of samples, maintaining (basic troubleshooting) and keeping analytical instruments/ Instruments related to Agri-Biotechnology & Food and Nutrition in satisfactory working mode.</p>	30 years	06	<p><u>Direct Recruitment</u></p> <p>BVSc/ B.Tech/ B.Pharma/ MSc in Biotechnology/ Food and Nutritional Sciences/ Technology/Instrumentation/ Agricultural Biotechnology or equivalent qualification with two years relevant experience.</p>
3.	<p>Computer Operator [01 Post (UR)]</p> <p><u>Job description:-</u> The Computer Operator will assist in Maintaining of IT Hardware/networking etc. Any other work assigned from time to time by competent authority.</p>	28 Years	05	<p><u>Direct Recruitment</u></p> <p>Graduate degree in any discipline with diploma/ certificate in computer applications with</p> <p>a) three years of experience in data entry and office management (or)</p> <p>b) One year experience in IT/Hardware/ Software.</p>

General Conditions:

1. The selected candidate will be paid initial pay with other allowances apply as per Central Govt. Rules/ Bye laws and Recruitment rules of NABI. Candidates working in Government Ministries/Departments/Organizations/PSUs/Autonomous bodies/ Universities/Research Organizations should apply through proper channel along with ACRs and Vigilance / Cadre Clearance for consideration. The benefit of pay protection will be given to selected candidate from Government Ministries/ Departments/Organizations/PSUs/Autonomous bodies/ Universities/Central & State Research Organizations.
2. Appointment will be on direct selection or deputation basis (If applicable).
3. The qualifications prescribed should have been obtained through recognized Board/ Universities/ Institutions.
4. Applications received without prescribed fees will be summarily rejected.
5. Age and experience will be reckoned as on the last date of receipt of application form i.e 15th March, 2019.
6. Upper age limit shall not applicable for existing employees of the institute or any employee of Department of Biotechnology (GOI).
7. The period of experience in the discipline/ area of work, where prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications for the Group/ Grade. (Attested experience certificate should be enclosed)
8. Mere fulfillment of educational qualifications and experience does not entitle a candidate to be called for screening test/ written test/ skill test/ interview. The duly constituted Screening Committee will adopt its criteria for short-listing the candidates. The candidates should therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification.
9. The maximum age shall be determined as on the last date of receipt of applications i.e. 15th March, 2019 and is relaxable for SC/ST (5-years)/OBC (3-years)/PH/Ex-servicemen and certain other categories as per GOI instructions. Attested copy of Caste/Tribe/Class certificate issued by designated authority as prescribed by Govt. of India should be enclosed with the application.
10. The Institute shall not be responsible for any postal delay.
11. Candidates will be governed by New Pension Scheme of Central Government effective from 01-01-2004.
12. As per instructions of Govt. of India, there will be no interview for the Group C and Group B (Non-Gazetted) posts. However, the candidates will be required to appear in Screening Test and or Written Test and or Skill Test as per schedule to be notified later.

13. Incomplete/ Ineligible/Unsigned applications will be deemed invalid and rejected without any intimation.
14. Interim enquiries would not be entertained.
15. Outstation candidates called for interview will be paid to and fro second class railway fare, as per Government rules on presentation of the ticket. (Applicable for Serial No. 1 Position)
16. The period of deputation shall ordinarily be three years which may be extended upto a maximum period of five years with the approval of the Competent Authority. The total period of deputation including the period of deputation in another ex -cadre post held immediately preceding this appointment in the same organization / department shall not exceed five years.
17. The candidates appointed on deputation shall not have any claim for absorption/promotion during the period of deputation against ex-cadre post.
18. Only Indian Citizens are eligible to apply for the above posts.
19. Application fee Structure would be as under:-

Applying for	<u>For position Serial No. 1</u>	<u>For position Serial No. 2 & 3</u>
General Candidates	Rs 590/- (Including GST)	Rs 236/- (Including GST)
SC/ST/OBC/Women Candidates	Rs 354/- (Including GST)	Rs 118/- (Including GST)

20. **The application fee should be paid through online and Kindly click on the link for online fees deposit <https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=936264>**

How to Apply:- The application should be submitted in the prescribed format available at our website accompanied by attested copies of certificates, testimonials in support of age, educational qualifications, experience, etc. should be sent to the **Manager (Administration)**, National Agri-Food Biotechnology Institute, Sector-81, Knowledge City, SAS Nagar, Mohali, Punjab-140306 (India) super-scribing “APPLICATION FOR THE POST OF _____” on the envelope, so as to reach on or before **15th March, 2019**. Applications received after the last date will not be considered. The closing date for receipt of applications from candidates from Andaman & Nicobar and Lakshdweep Islands, States/Union Territories in the North-Eastern Region, Ladakh region of J& K, Sikkim, Sub division Chamba and Lahaul and Spiti Districts of Himachal Pradesh will be 30th March, 2019. Any candidate deposited the application fee apart from the region mentioned above will not be refunded and the application will not be entertained.

Synopsis-sheet to be submitted by email: In addition to submitting the hard copy of application form, the candidate is also required to fill up his particulars in the synopsis-sheet available on NABI website, in MS-Excel format only (NOT ON PDF FORMAT), and email to admnrctt@nabi.res.in. This is **MOST- URGENT**.

Canvassing in any form or bringing influence, political or otherwise, will lead to disqualification of the candidate. NABI reserves right to relax the eligibility requirements depending upon merit of the candidate. The decision of NABI in all matters relating to eligibility, acceptance or rejection of application, mode of selection, and conduct of interviews shall be final and binding on the candidates. Incomplete applications or applications not in proper format will be summarily rejected.

“INTERIM ENQUIRY WILL NOT BE ENTERTAINED”

Manager (Administration)